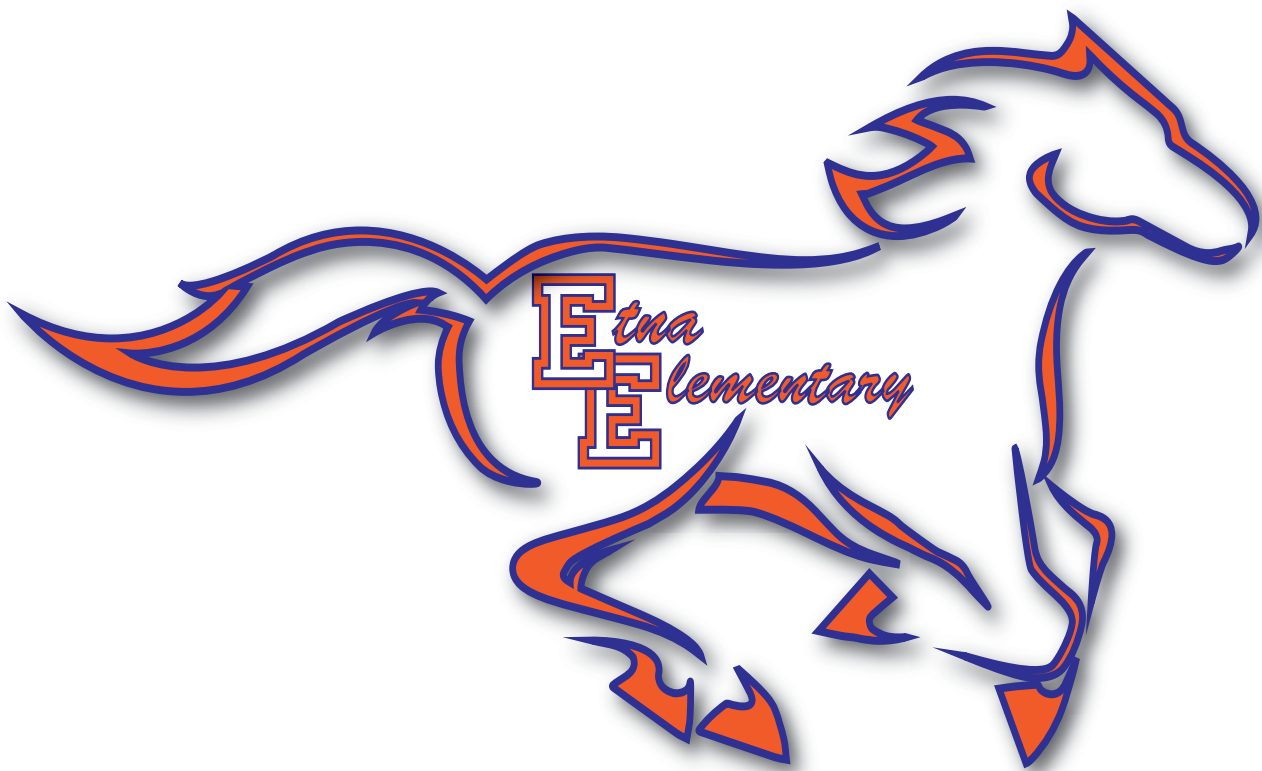


# **Etna Elementary School**

## **Parent – Student Handbook**

### **2020-2021**



**Where We Think, Learn, Achieve, & Care**

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## DAILY SCHEDULE

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|             |                  |
|-------------|------------------|
| 7:47        | Go to Class Bell |
| 7:50        | School Begins    |
| 2:35        | Dismiss Bell     |
| 2:42 & 3:02 | Busses Leave     |

Please check the calendar for Fridays that we will not have school.

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## ETNA ELEMENTARY STANDARDS & GOALS

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### Etna Elementary Motto

*Etna Elementary - Where We Think, Learn, Achieve, & Care*

### LCSD2 Mission Statement

*Success at the Next Level*

### Etna Elementary School Goals:

All students will show a year's growth in reading ability.

All students will show a year's growth in math ability.

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## ABSENCES

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### ABSENCES

The bottom line for all of us at Etna Elementary School is student achievement. A major factor in accomplishing this goal is attendance. Regular school attendance helps develop a good work ethic for future years. Please make perfect or near perfect attendance a priority. Lincoln County School District #2's attendance policy requires a student to make up any absences when their attendance is below 90%.

**If you need to take your child out of school during the day, you must sign him/her out in the office. Please also remember to check your child in if he/she arrives after the first bell in the morning. Students who arrive after 9:30 a.m. will be marked absent for the morning. Students who leave school before 1:00 p.m. will be marked absent for the afternoon.**

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## AFTER-SCHOOL PROGRAM

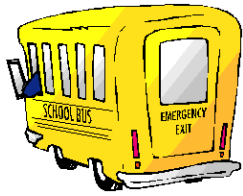
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Etna Elementary School students have the opportunity to participate in many different after-school activities through the help of District funds. Transportation is available. Flyers containing more information will be sent home with students and emailed throughout the school year.

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## BUS NOTES

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A bus note signed by their parents/guardians is required for children to go to any bus stop other than their own regular stop. Children who wish to go to another student's home or to an alternate activity must bring a note from home. **Please remind your child that he/she will not be allowed to call home at the last minute to make after-school arrangements.**

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## CHANGE OF ADDRESS/PHONE NUMBERS

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**Please go into your Infinite Campus Portal Account to update any address or home/work telephone changes.** It is vital that emergency care information remains current. You can call the office if you need assistance. <https://lcsd2.infinitecampus.org/campus/portal/lincoln2.jsp>

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## EMERGENCY SCHOOL CLOSURE

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Infrequently, we are forced to close some or all of the schools in the district. Sometimes a closure will occur before the school children are to report to school for the day. On other occasions, the closure will occur after school has started. Closures may be for civil defense alerts, natural disasters, weather, problems related to the physical school facility, or other events. Obviously, personal contact cannot be made with each child's parents but should there be a need for Etna Elementary School to close, the following steps will be taken to notify parents as soon as possible.

1. In the event of an emergency, the public will be notified by radio or social media. If the emergency involves civil defense problems, civil defense procedures will be used.
2. Students who ordinarily walk to school will be dismissed and will be expected to proceed directly home. Parents may give their children specific instructions to go to another location as family situations dictate.
3. Bus students will be transported to their regular route drop-off point. As is usual at the close of the regular school day, it will be the responsibility of the parents to meet their children at these bus stops. If parents are not available, they should provide their children and the school with specific instructions as to how to proceed from the bus stop.
4. Parents should:
  - a. Review with their children the procedures they are to follow should school close early.
  - b. Provide other additional specific instructions such as:
    - i. Location of house key
    - ii. What to do when at home when no one else is there
    - iii. What to do at home should there be a real or simulated emergency conducted by Civil Defense personnel
5. Call the school if there are questions or problems. The principal or secretary will be available when practical.

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## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112(e)(i)(ii), addresses the parent's right to know. You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline.

You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.

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## **INFINITE CAMPUS INTERNET ACCESS**

All students enrolled at Etna Elementary have confidential usernames and passwords that enable parents to access their children's grades, attendance and lunch status. This software system allows parents access to current information at any time of the day via the Infinite Campus App or their website at

<https://lcsd2.infinitecampus.org/campus/portal/lincoln2.jsp>.

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## **LIBRARY POLICY**

We are excited to get students reading as soon as possible. Our policy is to keep books available and in student hands. Each student can check up to two books out at a time. As soon as one book is returned, a student is allowed to get another. We will repair normal wear and tear but if a student loses or damages a book beyond repair, he or she will need to pay for the book. Due to COVID we have protocols in place to disinfect books in circulation.

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## **Lincoln County School District #2 Statement of Equitable Participation**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Lincoln County School District #2 are hereby notified that this school district does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact Lincoln County School District 2, PO Box 219, 222 E. 4th Avenue, Afton, WY 83110, (307) 885-3811.

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## **LOST AND FOUND**

Please label outer clothing and lunchboxes with your child's name so lost items can be returned to your child. All items that are found in school will be placed in lost and found. These items will be checked periodically and given to charitable organizations.

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## **MCKINNEY-VENTO ACT**

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If your family lives in any of the following situations: (1) In a Shelter. (2) In a motel or campground due to the lack of an alternative adequate accommodation. (3) In a car, park, abandoned building, or bus or train station. (4) Doubled up with other people due to loss of housing or economic hardship. Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. Please contact the school for more information.

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## **NEWSLETTERS**

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Please watch for our monthly newsletters with lots of fun and up-to-date information about Etna Elementary School's students, staff, and programs. These newsletters will be emailed home.

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## **PARENT TEACHER ORGANIZATION**

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Dear Parents and Friends of Etna Students,

As the Etna PTO, we have a fabulous opportunity this year to serve our children and those that teach them. We will be serving the school in many traditional ways such as the Etna Elementary Scholarship, special assemblies, banking days, Field Day, Teacher Appreciation Week, and classroom volunteers. We will also be serving in many other ways such as Science Night, Celebrating the Arts, Red Ribbon Week, and the parent advisory team. There are many different ways to volunteer! We even need help calling volunteers for events! Perfect for working parents! We encourage you to help in any way that you can. There will be something for everyone so come join the fun!

*Thank you! Etna PTO*

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## **P.E. SHOE REQUIREMENTS**

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To avoid foot and ankle injuries, P.E. students are **required to wear tennis shoes** that can be laced up tightly so as to stay on their feet. Shoes such as skateboarder shoes, flip-flops, and sandals are constantly coming off and are not appropriate P.E. class wear. Students may keep a pair of shoes for P.E. in their cubby.

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## **PLAYGROUND RULES**

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1. Stay on your assigned area of playground. The front of the building will not be used as a play area.
2. Use equipment safely and as it is designed to be used.
3. No unnecessary roughness allowed. No tackle football or other games where people are thrown to the ground or there is potential harmful body contact.
4. Adults on duty are the final authority in all situations.
5. No leaving the school grounds for any reason.
6. No rocks, sticks, snowballs, ice balls, etc. will be thrown anywhere on the playground.
7. No dangerous objects will be permitted at school. This includes skateboards, roller skates, roller blades, shoes with wheels, weapons, toy guns, snowboards, or other items that do not fit the purpose of the school.
8. Stay away from dumpsters, sprinkler pipes, transformers, and any other non-playground equipment. Also, stay away from cars and delivery trucks.
9. Games with violence or weapons (pretend or otherwise) will not be allowed.
10. Be kind to others.

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## **SAFETY**

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We want our parents to know that safety is a top priority and drills for various scenarios are conducted regularly. Along with our fire evacuation drills, we conduct earthquake and shelter-in-place drills.

Building security during school hours is always a concern. We request parent cooperation in always obtaining a visitor's pass from the office when visiting the school. Please be aware that only the front entrance is unlocked during school hours.

Each classroom is equipped with an "emergency bucket" which contains a variety of supplies that might be needed if students are confined to their classrooms for an extended period of time. Each classroom also has a two-way radio and extra batteries that are rotated on a regular basis.

If your child rides a bus, please walk with him/her a few times to the bus stop and explain the importance of safety.

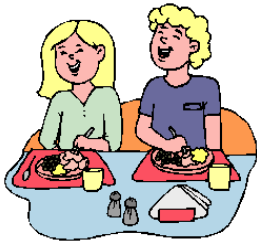
Children should arrive at school by 7:45 a.m. and should go home immediately after they are dismissed from school.

If you have questions or suggestions regarding any safety related issues for Etna Elementary's, please contact Mr. Klein.

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## SCHOOL LUNCH

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Etna Elementary offers a daily school breakfast and lunch program for all students. A monthly menu will be included with newsletters. Some families find it difficult to pay for their children's meals at school. To ensure that the school system meets the nutritional needs of all school-aged children, Lincoln County School District #2 offers a free or reduced-price program. You can apply online on your Infinite Campus portal or applications are in the office. Current breakfast, lunch, and milk prices are listed below. Please prepay for your child's meals as federal law prohibits charging.

### NEW STUDENT MEAL PRICES 2020-2021

#### BREAKFAST

Full Price \$1.75      Reduced \$ .30

#### LUNCH

Full Price \$2.75      Reduced \$ .40

EXTRA MILK is \$ .50

Payments to school lunch accounts may be made in the school office or online on your Infinite Campus Portal at: <https://lcsd2.infinitecampus.org/campus/portal/lincoln2.jsp>

### Lincoln County School District # 2 Food and Nutrition Services

The Lincoln County School District #2 Nutrition Services department is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. They are taking the lead to promote nutrition and fitness for our students. Check out our district's interactive and user friendly Nutrition Services website by going to your school or the district website and click on Food and Nutrition Services. Log on and learn how you can eat right and stay fit!

Good nutrition leads to great academic performance. When your nutritional needs are met it is easier to focus and learn. When you are physically fit you are more alert, more positive and enjoy a better quality of life. Combine good nutrition with physical activity and you will have a winning combination to succeed in school.

Nutrition Services is ***Educating and Inspiring Excellence*** for our students by promoting health and fitness as well as supporting our district's Wellness Policy. Along with information about menus and meal applications you will find interactive nutrition lesson plans, nutrition videos, nutrition games, fitness calculators, fun activities, and healthy recipes...and it is all updated quarterly!

<http://www.schoolnutritionandfitness.com/index.php?sid=2203112038378528>

Eating healthy is a serious concern. The incidence of overweight children, Type II Diabetes and other health concerns is on the rise in America. It is directly related to poor eating habits and lack of exercise. Learn what you can be doing about it.

In Lincoln County School District #2 it is ***Cool to Eat at School*** and Nutrition Services is committed to helping you form the healthy habits today that will last a lifetime!

### UNPAID STUDENT MEAL DEBT

The National School Lunch Program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The superintendent or designee shall be in overall charge of the program for the district. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The Food Service Director and/or the Business Manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The food service program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.

Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their lunch from home and to purchase beverages to supplement home-prepared lunches.

Receipts from the food services program will be used only to pay regular food services operating costs. Board policy EC does not allow for outside or community use of school kitchens.

The district expects that parents take financial responsibility for their student's meals and has adopted these procedures for collection of payment, which include, but are not limited to:

- Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year.
- Below zero balances will be communicated to parents by the following medias: note sent home with student and automated recording through school announcement system by phone. If negative balance grows to \$10.00 the school principal will contact the parents directly to arrange for payment.
- If the child continues to arrive at the school without a packed lunch, or funds to purchase meals, the case will be considered for referral to the Department of Family Services.

Refunds for families withdrawing from the district may be processed through the office by filling out a voucher form. The request will be processed and paid after the next regular school board meeting and approval of bills. Graduating seniors may transfer leftover lunch balances to siblings or request a refund through the procedure listed above.

All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to whether or not they have a charge balance. A la carte items may not be charged.

Students who are eligible for free or reduced-price meals will always be provided a reimbursable meal, even if the student owes money.

While the school could deny a meal to a student who pays full price and who does not provide the payment for that meal, the initial procedure will be as set forth above.

Parents will be responsible for paying for student's meals and any charges incurred prior to submission and approval of an application for free and reduced lunch (and after the Federal Guideline carryover period, if applicable). A new application must be submitted each school year. Applications may be sent home at the beginning of each school year, are posted on [www.lcsd2.org](http://www.lcsd2.org) under the Nutrition Services tab, and are available in each school main office. Meal benefits may be applied for any time during the year. Assistance with filling out an application may be obtained by contacting the district office.

All building administrators will be responsible for collection of any unpaid lunch balances at their buildings on or before the last day of school. Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the non-profit food service account.

Lincoln County School District No. 2 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit for a course that has been successfully completed until the unpaid meal charge is paid in accordance with W.S. 21-4-308. If it is determined after six (6) months of effort to collect a delinquent account that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students have the opportunity to participate in the National School Lunch Program. Parents of a student with a negative balance may contact the Food Services Director for information and support in providing their child with a healthy, quality-school lunch.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

ADOPTED: June 8, 2017

Lincoln County School District #2, Wyoming

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## **SPECIAL SERVICES**

Etna Elementary School offers an inclusion/pullout and life skills program for students who qualify for Special Services. Please feel free to call the school if you have questions about our programs.

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## **STANDARDS**

Lincoln County School District #2 adopts the Wyoming State Curriculum Standards. These standards can be viewed at [www.k12.wy.us/NCA/standards\\_index.htm](http://www.k12.wy.us/NCA/standards_index.htm).

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## **TELEPHONE USE**

Parents may call the school anytime during school hours. All calls come directly to the office. Calls will not be forwarded to classrooms while classes are in session but we will be happy to take messages and give them to the students. Students should only use school phones for illness or emergency use. **After-school arrangements should be made before students come to school. Student cell phones are to be used only in the office with teacher permission and should not be out otherwise.**

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## **VISITORS AT SCHOOL**

We request that students do not have friends or relatives who are not enrolled at Etna Elementary School attend school with them. Exceptions need to be made well in advance with the school principal. **All visitors who enter the school for any reason are required to check in at the office before proceeding further into the building.**